



**University Technical College Warrington (UTCW)**

## **Medical Conditions Policy**

<b>Document Detail</b>	
<b>Reference Number</b>	UTCW_007
<b>Category</b>	Statutory
<b>Authorised by</b>	Trust Board
<b>Author</b>	Business Manager
<b>Version</b>	1
<b>Status</b>	Approved
<b>Issue Date</b>	December 2017
<b>Next Review Date</b>	December 2019

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## **1. COMPLIANCE**

1.1. This policy has been prepared with due regard to the following statutory provisions and guidance:

1.1.1. Students and Families Act 2014

1.1.2. Education Act 2002

1.1.3. National Health Service Act 2006

1.1.4. Equality Act 2010

1.1.5. Department for Education's, "Supporting students at school with medical conditions" December 2015.

## **2. ABOUT THIS POLICY**

2.1. University Technical College Warrington ("UTCW") endeavours to ensure that all of its students achieve success in their academic work, social relationships and day-to-day experiences at the college. It is an inclusive community that aims to support and welcome students with medical conditions.

2.2. This policy provides a sound basis for ensuring that students with medical needs receive proper care and support from UTCW.

2.3. Most students will experience illness in the course of their school/college careers, most commonly transient self-limiting infections, but some will have more chronic or longer-term medical needs that will require additional support to ensure they have full access to the curriculum and to minimise the impact of their medical conditions.

2.4. UTCW will help to ensure all students can be healthy, stay safe, enjoy and achieve in their education and make a positive contribution.

2.5. Staff working with students who have specific medical needs should understand the nature of pupil's medical problems and will endeavour to work with the family and other professionals to best support the individuals concerned.

2.6. Parents/carers are requested to approach the UTCW with any information they feel the college will need to care for individual students. Parents/carers are responsible for informing the UTCW of medical issues that arise during the student's time in college.

2.7. This policy takes into account guidance published by the Department of Education on 'Supporting Students at School with Medical Conditions' as amended from time to time. This publication may be accessed on [www.education.gov.uk](http://www.education.gov.uk).

2.8. Amanda Downing (Vice Principal) is responsible for this medical conditions policy and its implementation.

2.9. In the application and review of this policy we will consult with a wide range of local key stakeholders within both UTCW and health settings, including but not limited to students, parents, school nurse, employees, Trustees and relevant local health services.

### **3. OUR RESPONSIBILITIES**

3.1. UTCW is an inclusive community that supports and welcomes students with medical conditions. UTCW will ensure that:

3.1.1. it is welcoming and supportive of students with medical conditions, providing students with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other students. No child will be denied admission or prevented from taking up a place at UTCW because arrangements for their medical condition have not been made;

3.1.2. it listens to the views of students and parents;

3.1.3. students and parents feel confident in the care they receive from UTCW and the level of that care meets their needs;

3.1.4. employees understand the medical conditions of students and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn;

3.1.5. all employees understand their duty of care to students and young people and know what to do in the event of an emergency;

3.1.6. the whole college and local health community understand and support the medical conditions policy;

3.1.7. UTCW understand that all students with the same medical condition may not have the same needs.

#### 4. COMMUNICATION

- 4.1. UTCW will ensure that clear communication channels are kept open with employees, parents and other key stakeholders.
- 4.2. All students, parents, relevant local healthcare staff, and other external stakeholders will be informed of and reminded about this Medical Conditions Policy.

#### 5. INDIVIDUAL HEALTHCARE PLANS

- 5.1. All students with a medical condition will have an individual healthcare plan (**IHP**). A template IHP can be found at **Appendix 6, Template 1**.
- 5.2. The IHP will detail:
  - 5.2.1. what care a child needs in the college (including medication dose, side effects, storage, other treatment, dietary and environmental issues as well as specific support for the child's educational, social and emotional needs) and the level of support required;
  - 5.2.2. when they need the care;
  - 5.2.3. who will be giving the care (including their training needs, expectations of their role, confirmation of proficiency to provide for the child's medical condition from a healthcare professional and cover arrangements when they are not available) and who else needs to be aware of it;
  - 5.2.4. arrangements for written permission form parents and the Principal for medication to be administered by a member of staff or self-administered during college hours;
  - 5.2.5. arrangements for college trips or other activities outside of the normal college timetable that will ensure that the child can participate;
  - 5.2.6. where confidentiality issues are raised by the parent or child, the designated individuals to be entrusted with information about the child's condition;
  - 5.2.7. information on the impact any health condition may have on a child's learning, behaviour or classroom performance;
  - 5.2.8. any triggers involved with the medical condition; and

- 5.2.9. what to do in an emergency including who to contact and contingency arrangements.
- 5.3. The IHP will be drawn up with input from the child (if appropriate) their parent/carer, relevant employees, healthcare professional and ideally a specialist if the child has one.
- 5.4. The IHP shall be developed with the student's best interests in mind and will ensure that UTCW assesses and manages any risks to the child's education and health and social wellbeing, as well as minimising disruption.
- 5.5. IHPs will be regularly reviewed, at least every year or whenever the student's needs change.
- 5.6. The student (where appropriate), parents, specialist nurse (where appropriate) and relevant healthcare services will be given a copy of the IHP. Other UTCW employees are made aware of and have access to the IHP for the students in their care.
- 5.7. UTCW will meet with the student (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This will be recorded in the pupil's IHP which will accompany them on the visit.

## **6. TRAINING**

- 6.1. UTCW will ensure that all staff providing support to a pupil have received suitable training and ongoing support to make sure that they have the confidence to provide the necessary support, and that they fulfil the requirements set out in the student's IHP.
- 6.2. Employees will be given training and written information on medical conditions which have common triggers and how to avoid/reduce such triggers.
- 6.3. Training will be provided by the specialist nurse/college nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm competence.
- 6.4. All employees understand and are trained in what to do in an emergency for students with medical conditions
- 6.5. All UTCW employees, including temporary or supply staff, will be aware of the medical conditions at UTCW and understand their duty of care to students in an emergency.
- 6.6. Training in what to do in an emergency is refreshed at least once a year.

6.7. UTCW will ensure that there are sufficient numbers of employees trained to cover any absences, staff turnover and other contingencies.

6.8. Employees will be supported by the college nurse, details can be provided from the Welfare Officer.

## **7. ADMINISTERING MEDICATION**

7.1. UTCW has clear guidance on providing care and support in administering medication at the college. Please refer to our Standard Practice for Administering Medicines at Appendix 1.

7.2. UTCW will make sure that there is more than one employee who has been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to college transport if necessary.

7.3. Employees will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances.

7.4. When administering medication, for example pain relief, staff will check the maximum dosage and when the previous dose was given.

7.5. UTCW will not give a student under 16 aspirin unless prescribed by a doctor.

7.6. UTCW will make sure that a trained employee is available to accompany a student with a medical condition on an off-site visit, including overnight stays.

7.7. Parents should let the UTCW know immediately if their child's needs change.

7.8. If a student misuses their medication, or anyone else's, their parent will be informed as soon as possible and UTCW's disciplinary procedures may be invoked.

## **8. REGULAR MEDICINES**

8.1. Medicines should only be administered at the college when it would be detrimental to a child's health or attendance not to do so.

8.2. UTCW encourages parents whose child is taking medication three times a day (or 'tds'), to provide it before college, after college and before bed. If a doctor has specified that one of the doses should be given at lunchtime and the parent/carer is unable to administer the dose,



our Standard Practice for Administering Medicines at **Appendix 1** should be followed.

## **9. THE STUDENT'S ROLE**

9.1. Many health advisers encourage students to take control of their medical condition, including taking responsibility for managing their medical care with assistance from a very young age. This can include self-administration of medicines, for example, using an inhaler or giving own insulin injections. UTCW supports this practice wherever appropriate.

9.2. Where it is not appropriate for a child to self-manage or where young students or those with special needs require medication, adult support may be needed. In these circumstances, our Standard Practice for Administering Medicines at **Appendix 1** should be followed.

## **10. STORAGE OF MEDICATION AND MEDICAL EQUIPMENT**

10.1. UTCW will ensure that emergency medication/equipment is readily available wherever the child is in college and on off-site activities, and is not locked away.

10.2. Students may carry their emergency medication with them if they wish and if this is appropriate.

10.3. Students can carry controlled drugs if they are competent, otherwise the college will keep controlled drugs stored securely, but accessibly, with only named staff having access.

10.4. UTCW will make sure that all medicines are stored safely, and that students with medical conditions know where they are at all times and have access to them immediately.

10.5. All medicines should be kept in the container supplied which should be clearly labelled with the child's name, another identifier (such as date of birth) and instruction for usage.

10.6. UTCW will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. Insulin will be accepted in a pen or pump, rather than in its original container.

## **11. DISPOSAL OF MEDICATION AND MEDICAL EQUIPMENT**

11.1. Parents are asked to collect all medications/equipment at the end of the college term, and to provide new and in-date medication at the start of each term.

11.2. When no longer required, or out of date, medicines should be collected by parents for disposal.

11.3. Where medicines are not collected, they should be taken to a pharmacy for disposal.

11.4. The **SENCO** and **Welfare Officer** are responsible for checking dates of medication and arranging disposal if any have expired. This check should occur three times a year and be documented.

## **12. RECORD KEEPING**

12.1. UTCW will ensure the following are held and kept up-to-date:

12.1.1. enrolment forms (used to highlight any medical condition);

12.1.2. IHPs;

12.1.3. list of common triggers for students with medical conditions. Triggers may make common medical conditions worse or can bring on an emergency;

12.1.4. a centralised register of students with medical needs and their IHPs;

12.1.5. requests to administer medicines at the college;

12.1.6. a record of medication administered, including the dose, time, date and supervising staff; and

12.1.7. a log of training relevant to medical conditions.

12.2. Parents are asked to disclose if their child has any medical conditions on the enrolment form.

12.3. UTCW will use an IHP to record the support an individual pupil's needs around their medical condition. The IHP is developed with the student (where appropriate), parent, employees, specialist nurse (where appropriate) and relevant healthcare services.

## **13. CONFIDENTIALITY**

13.1. At all times the student's confidentiality will be protected.

13.2. Information to ensure the safety and care of individual students will be disclosed as appropriate to employees of UTCW. Such procedure will be discussed with the student and parent/carer for their agreement prior to disclosure.

13.3. UTCW will seek permission from parents before sharing any medical information with any other party.

#### **14. INCLUSIVE COLLEGE ENVIRONMENT**

14.1. UTCW is committed to providing a physical and social environment accessible to students with medical conditions. Students are consulted to ensure this accessibility.

14.2. UTCW will make sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended college activities and residential visits.

14.3. All relevant employees will, where possible, make appropriate adjustments to physical activity sessions to make sure they are accessible to all students. This includes out-of-college clubs and team sports.

14.4. All employees are aware that students should not be forced to take part in activities if they are unwell. They are also aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

14.5. Employees will ensure that students have the appropriate medication/equipment/food with them during physical activity.

#### **15. ABSENCE DUE TO A MEDICAL CONDITION**

15.1. Employees understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition.

15.2. Students will not be penalised for their attendance if their absences relate to their medical condition.

15.3. UTCW will, where possible, keep in touch with a student when they are unable to attend the college because of their medical condition.

15.4. UTCW will refer students with medical conditions who are finding it difficult to keep up

educationally to the SENDCO who will liaise with the student (where appropriate), parent and the student's healthcare professional.

## **16. RETURNING TO COLLEGE FOLLOWING A PERIOD OF ABSENCE**

16.1. UTCW will work in partnership with all relevant parties including the student (where appropriate), parent, trustees, employees, catering staff, employers and healthcare professionals to ensure that any reintegration policy is planned, implemented and maintained successfully.

## **17. UNACCEPTABLE PRACTICE**

17.1. UTCW recognises unacceptable practice in supporting students with medical conditions and this includes:

17.1.1. preventing students from easily accessing their inhalers and medication and administering their medication when and where necessary;

17.1.2. assuming that every child with the same condition requires the same treatment;

17.1.3. ignoring the views of the child or their parents or guardians or ignoring medical evidence or opinion (although this may be challenged);

17.1.4. sending students with medical conditions home frequently or preventing them from staying for normal college activities, including lunch, unless this is specified in the student's IHP;

17.1.5. sending the child to the college office or medical room unaccompanied if they fall ill at the college;

17.1.6. penalising students for their attendance record if absences relate to their medical condition (e.g. hospital appointments);

17.1.7. preventing students from eating, drinking or taking toilet or other breaks whenever they need in order to manage their condition effectively;

17.1.8. requiring parents or guardians, or otherwise making them feel obliged, to attend the college to administer medication or provide medical support to their child, including with toileting issues;

- 17.1.9. preventing students from participating or creating unnecessary barriers to students participating in any aspect of college life (including trips), for example, by requiring their parent or guardian to attend with them;

## **18. REVIEW**

- 18.1. UTCW will work in partnership with all relevant parties including the student (where appropriate), parent, trustees, all UTCW employees, catering staff, employers and healthcare professionals to ensure that this medical conditions policy is planned, implemented, reviewed and maintained successfully and at suitable frequency.
- 18.2. UTCW will review all medical emergencies and incidents to see how they could have been avoided, and will make changes to college policy in line with these reviews.

## **19. COMPLAINTS**

- 19.1. UTCW encourages students and parents who are not satisfied with arrangements and support provided to deal with medical conditions to discuss their concerns directly with the college.
- 19.2. If the issue is not resolved with UTCW, a formal complaint can be made via UTCW's Complaints Procedure.

## **APPENDIX 1**

### **STANDARD PRACTICE FOR ADMINISTERING MEDICINES**

#### **1. INTRODUCTION**

- 1.1. UTCW understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- 1.2. Whilst responsibility for the medical care of students rests with parents and their health professionals, we understand that it may not always be feasible for these individuals to come to the college to administer medicines. In these cases and where it is also not appropriate for a child to self-manage or where young students or those with special needs require medication, the following procedure should be followed.

#### **2. STAFF PROTECTION**

- 2.1. Common sense hygiene precautions will minimise the risk of infection when contact with blood or other bodily fluids is unavoidable.
  - 2.1.1. Always wear gloves.
  - 2.1.2. Wash your hands before and after administering first aid and medicines.
  - 2.1.3. Use the hand gel provided.
- 2.2. Staff must not give prescription medicines or undertake healthcare procedures without appropriate training.

#### **3. BEFORE ADMINISTERING MEDICATION**

- 3.1. Consult the child's IHP or where this is not applicable (e.g. short term illnesses like coughs/colds etc) ask the Parent/Carer to complete a Medicine Administration request form.
- 3.2. Check the child's name on the form/IHP and the medicine.
- 3.3. Check the prescribed dose.
- 3.4. Check the expiry date.

- 3.5. Check the prescribed frequency of the medicine.
- 3.6. Measure out the prescribed dose (parents should provide measuring spoons/syringes). If the child is old enough, they can measure the medicine.
- 3.7. Check the child's name again and administer the medicine.
- 3.8. Complete and sign the Administration of Medicine Record Book when the child has taken the medicine and the child should counter-sign.
- 3.9. If uncertain, DO NOT give – check first with parents or doctor.
- 3.10. If a child refuses medication, record and inform parents as soon as possible.

#### 4. MEDICATION SPECIFIC REQUIREMENTS

- 4.1. **Epipens:** a care plan from a child's doctor is required stating exactly what needs to be given and when. This is usually requested via the college nurse service.
- 4.2. **Medic-Alerts:** As with normal jewellery, these items are a potential source of injury in games or some practical activities and should be temporarily removed or covered with sweatbands for these sessions.

## **APPENDIX 2**

### **SHORT-TERM ILLNESS POLICY**

#### **1. INTRODUCTION**

- 1.1. The Principal is within his/her right to ask parents/carers to keep students at home who are suffering from short-term illness.
- 1.2. Some parents may wish to send students to college with non-prescribed medicines (e.g. cough mixture). Many of these are not effective treatments, but can cause potential harm and as a general rule we discourage this practice.
- 1.3. There are recommended times away from the college to limit the spread of infectious diseases.
- 1.4. Please seek guidance from the college or your healthcare professional if you are unsure whether your child should attend the college.
- 1.5. Please note, students who have had sickness and/or diarrhoea should be kept off from college until they have been symptom-free for a continuous period of 48 hours.

#### **2. IMPAIRED MOBILITY**

- 2.1. Providing the GP or hospital consultant has given approval, students can attend the college with plaster casts or crutches. There will be obvious restrictions on games and on some practical work to protect the child (or others).
- 2.2. Some relaxation of normal routine in relation to times of attendance or movement around the college may need to be made in the interests of safety. Parents should consult with the college regarding any arrangements that need to be made.



### **APPENDIX 3**

#### **ILLNESS AND MEDICAL EMERGENCIES WHILST AT [ACADEMY/SCHOOL]**

##### **1. GENERAL ILLNESS IN THE COLLEGE**

- 1.1. If a student becomes ill in a lesson and employees feel that medical treatment is required, the student should in the first instance be sent to the first aider, accompanied by another student if necessary.
- 1.2. If the student is too ill or injured to be moved, a designated first aider should be called and first aid administered, if appropriate.
- 1.3. If follow-up treatment is required, the student's parent or carer will be called or a letter sent home with the student.
- 1.4. In more serious cases, where hospital attention is deemed necessary, the college will contact parents who will be expected to take their child to hospital.

##### **2. PROCEDURE IN A MEDICAL EMERGENCY**

- 2.1. Call an ambulance. An employee (usually the Executive Assistant or Receptionist) will be responsible for this and will need as much information about the casualty as possible (Name, DOB, suspected injury/illness, level of consciousness etc.) along with UTCW's address and contact information.
- 2.2. Call the student's parent/carer to accompany the casualty to hospital (or next of kin where a member of staff is involved).
- 2.3. If a parent/carer is unavailable immediately, then an employee needs to accompany the child in the first instance. Another employee should follow the ambulance by car to support the first employee and bring them back to the college once parents or other relatives have arrived in hospital.
- 2.4. A student's IHP should explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.
- 2.5. If a student needs to attend hospital in an emergency, an employee (preferably known to the student) will stay with them until a parent arrives, or accompany a child taken to hospital by

ambulance. They will not take students to hospital in their own car.

## **APPENDIX 4**

### **FIRST AID**

#### **1. INTRODUCTION**

- 1.1. Employees in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at UTCW in the same way that parents/carers might be expected to act towards their students.
- 1.2. UTCW will arrange adequate and appropriate training and guidance for employees who volunteer to be first aiders. UTCW will ensure that there are enough trained employees to meet the statutory requirements and assessed needs.
- 1.3. All employees will be informed of the First Aid arrangements. This will include the location of the equipment facilities and first aid personnel, and the procedures for monitoring and reviewing the college's first aid needs.

Students should not help with First Aid.

<b>Current First Aiders at UTCW</b>	
David Beggs	Joseph Varey
Tiffany Fabian	Neil Williams
Hannah Keeley	

#### **2. FIRST AIDER'S DUTIES**

- 2.1. At UTCW, the main duties of a first aider are to:
  - 2.1.1. provide immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the college'
  - 2.1.2. when necessary, ensure that an ambulance or other professional medical help is called.

#### **3. UTCW'S DUTIES**

- 3.1. To ensure that there is:

3.1.1.adequate provision for lunchtimes and breaks and will encourage lunchtime supervisors to have First Aid training;

3.1.2.adequate provision for leave and in case of absences;

3.1.3.First Aid provision for off-site activities i.e. college trips;

3.1.4.adequate provision for practical departments, such as science, technology, home economics, physical education; and

3.1.5.adequate provision for out of hours activities e.g. sports activities, clubs.

#### **4. FIRST AID BOXES**

4.1. UTCW's first aid boxes will meet the HSE recommended standard and contain:

4.2. a leaflet giving general advice on First Aid

4.3. 20 individually wrapped sterile adhesive dressings (assorted sizes)

4.4. 2 sterile eye pads

4.5. 4 individually wrapped triangular bandages (preferably sterile)

4.6. 6 safety pins

4.7. 6 medium sized (approximately 12cm x 12cm) individually wrapped sterile un medicated wound dressings

4.8. 2 large (approximately 18cm x 18cm) sterile individually wrapped un medicated wound dressings

4.9. 1 pair of disposable gloves

#### **5. RECORD KEEPING**

5.1. Records must be kept in the First Aid book – entries must be clear, in ink, and include:

5.1.1.name of child and class;

5.1.2. signature of the person reporting the accident;

5.1.3. date and time of the accident;

5.1.4. where it occurred and what happened;

5.1.5. the resulting injury; and,

5.1.6. how it was dealt with.

5.2. UTCW will maintain readily accessible accident records, either in written or electronic form. These records will be kept for a minimum of 3 years.

5.3. Parents will be notified of any First Aid given to a child during the college day (by letter or phone call). Any serious injuries (other than non-serious bruises, grazes etc.) will require the parents to be contacted immediately.

5.4. If the accident occurs due to a Health and Safety oversight, the information must be passed to the Health & Safety Officer (M O'Donoghue).

## **APPENDIX 5**

### **RELEVANT LEGISLATION AND GUIDANCE**

Students Act 1989

Students Act 2004

Students and Families Act 2014

Department for Education Guidance on supporting students at school with medical conditions (2014)

Education Act 1996

Education Act 2002

Equality Act 2010

Health and Safety at Work act 1974 and associated regulations

Independent School Standards (England) Regulations 2010

Medicines Act 1968

Misuse of Drugs Act 1971

Regulation 5 of the School Premises (England) Regulations 2012 (as amended)

The Special Educational Needs Code of Practice

**APPENDIX 6**

**DEPARTMENT FOR EDUCATION TEMPLATES  
SUPPORTING STUDENTS WITH MEDICAL CONDITIONS**

**TEMPLATE 1 - INDEPENDENT HEALTHCARE PLAN (IHP)**

UTC Warrington

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date


**Family Contact Information**

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)


**Clinic/Hospital Contact**

Name

Phone no.


**G.P.**

---

Name


Phone no.

Who is responsible for providing support in the college:

Miss Kate Pattullo Mrs Jemma Chilton
---

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

--

Name of medication, dose, method of administration, when to be taken, side effects, contraindications, administered by/self-administered with/without supervision

--

Daily care requirements

--

Specific support for the pupil's educational, social and emotional needs

--

Arrangements for college visits/trips etc.

--

Other information

--

Describe what constitutes an emergency, and the action to take if this occurs



Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Employee training needed/undertaken – who, what, when

Form copied to

**TEMPLATE 2 - PARENTAL AGREEMENT FOR SETTING TO ADMINISTER MEDICINE**

UTCW will not give your child medicine unless you complete and sign this form.

Date for review to be initiated by	
UTC Warrington	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

**Medicine**

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the college needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

**Contact Details**

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to a UTCW employee administering medicine in accordance with the UTCW Medical Conditions policy. I will inform UTCW immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

**TEMPLATE 3 - RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD**

UTC Warrington	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Employee signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date			
Time given			
Dose given			
Name of employee			
Employee's initials			

Date			
Time given			
Dose given			
Name of employee			
Employee's initials			

**C: Record of medicine administered to an individual child (Continued)**

Date

Time given

Dose given

Name of employee

Employee's initials


Date

Time given

Dose given

Name of employee

Employee's initials


Date

Time given

Dose given

Name of employee

Employee's initials


Date

Time given

Dose given

Name of employee

Employee's initials


**TEMPLATE 4 - RECORD OF MEDICINE ADMINISTERED TO ALL STUDENTS**

UTC Warrington

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Date	Child's name	Time	Name of	Dose
givenAny reactions	Signature	Print name	medicine	
	of Employee			


**TEMPLATE 5 - EMPLOYEE TRAINING RECORD – ADMINISTRATION OF MEDICINES**

UTC Warrington

Name

Type of training received

Date of training completed

Training provided by

Profession and title


I confirm that [name of employee] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of employee].

Trainer’s signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Employee signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date

## TEMPLATE 6 - CONTACTING EMERGENCY SERVICES

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

1. your telephone number
2. your name
3. your location as follows:  
UTC Warrington  
  
Dallam Lane  
  
Warrington  
  
WA2 7NG
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide exact location of the patient within the college
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone



## **TEMPLATE 7 - MODEL LETTER INVITING PARENTS TO CONTRIBUTE TO INDIVIDUAL HEALTHCARE PLAN DEVELOPMENT**

Dear Parent

### **DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD**

Thank you for informing us of your child's medical condition. I enclose a copy of the UTCW's policy for supporting students at the UTCW with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the college parents, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all students will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in college life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for **[insert date]**. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve **[insert people involved]**. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I or another employee involved in plan development or pupil support would be happy for you contact us by email or to speak by phone if this would be helpful.

Yours sincerely